

WEST KENT SUNDAY FOOTBALL LEAGUE

HINTS TO SECRETARIES

1. Please read the League rules carefully and make sure that you and everyone connected with your Club fully understand them. If you have any queries, please do not hesitate to contact the League Secretary (secretary@wksl.org.uk).

Player registrations

2. Take special note of Rule 18.A. Every match form is checked by the Registration Secretary after each match. Do not be tempted to play an unregistered player. It can be a costly business for both club and player. A player is not registered and is therefore ineligible to play until you have received confirmation under Rule 18.A. A player registered on a match day EMERGENCY REGISTRATION FORM (Rule 18.B) cannot play again until that registration is confirmed. Club Officials are urged to check the registration list on the website or with the Registrations Secretary BEFORE registering a player.
3. Please make sure that every player and official of your club understands that the Management Committee always has the right to cancel or refuse to register a player who in their opinion has been guilty of persistent misconduct. Any such action is subject to appeal to the appropriate County FA under Rule 7.
4. Make sure that in the event that a player leaves your club, he has discharged his reasonable financial and other liabilities. Whilst the League would not register a player with another club if it is known he still owed his previous club money, the League cannot be expected to act as a debt collector.

League meetings

5. Make sure your Club is represented at all Club's League meetings and the AGM. Meetings will commence at 8pm sharp. Any Club not represented will incur a fine of £50, increased by £20 for each subsequent offence. It is in the interest of your Club and the League to make sure you have a representative at all meetings. *Please note it is not sufficient for your representative to just sign the register or pay money to the treasurer and then leave. He/she must stay for the business in hand. There will be a roll-call at the end of the meeting!*

Confirming match details and requirements on the day of the match

6. Make sure you confirm your home match to your opponents and the referee at least five days prior to the match. If you use email, SMS (text), voicemail or any other on line messaging system, ask for an acknowledgement of receipt. We all know messages can go astray! Check yours and the other team's colours. If there is a likely clash, it is the HOME team that has to change. A spare goalkeeper's shirt in a completely different colour is also a good idea.

7. Make sure that your team is ready to kick-off at the appointed time and on the field of play, even if the other team is not. Check that goal nets, corner flags and match footballs are all correct in accordance with Rule 20.A
8. Make sure that the Club Match Report Form is fully completed and returned to the League's Registration Secretary in accordance with Rule 21.A and that you text or email your match result in accordance with the publicity instructions in Rule 21.B
9. Make sure that every player's details are correctly recorded on the Match Report Form. Illegible or incomplete details will be queried by the Registrations Secretary and may result in fines.
10. **AWAY TEAM** - Make sure that the Referee is paid his fee of £45.00, ideally before the match.

HOME TEAM - as a matter of general courtesy you should welcome the Referee prior to the game, ensure he or she has been shown the changing room and introduce him to your Referee's Assistant. Have a spare set of flags, just in case!

11. Make sure that you have a suitable first aid kit at all matches and someone with some first aid experience on hand.

Payment of fines

We all hope that your club won't be fined of course!

12. All payments made to the League Treasurer are by electronic transfer (BACS) or cheque. Cash payments are no longer accepted.
13. Pay any fines imposed on your Club, by the League or County FA, promptly. Notify all payments of League fines to the Treasurer. Any League fines not paid within 14 days (Rule 6.J) may be increased at the discretion of the Management Committee. Fines unpaid to a County FA could result in your club being suspended.
14. Check your player's status on the FA Full Time website following a sending off or caution. This is to avoid you inadvertently playing a suspended player and also to check for any fines outstanding. There can be serious consequences for playing a suspended player or failing to pay these fines to the County FA.

League and County Cup Competitions

15. In the League's own Cup Competitions there are no replays. In the event of scores being level after 90 minutes in knock-out rounds, an extra 15 minutes each way will be played in all rounds. If the scores are still tied after extra time, a penalty competition will decide the match. Where a round of a WKSFL Cup competition is played on a group basis, there will be neither extra time nor penalties in any match.
16. If you enter your County Cup Competition or any other Cup competition, you must inform the WKSFL Fixtures Secretary of the result on the day of the match.
17. You must also text or email the result as per Rule 21.B. **This applies whether you are playing home or away.** This requirement is IN ADDITION to the reporting procedure of the relevant County FA. The WKSFL Fixtures Secretary must also be informed of any postponement of a County Cup match. It is normal for any postponed County Cup match to be rescheduled for the following Sunday and takes precedence over League fixtures, which must therefore be re-arranged at short notice.
18. County Cups have their own match report forms. Do not use ours.

Referee's marks

19. Please ensure that you mark the Referee even if the appointment has been made by your club. These marks are needed to send to the various County Associations in order that the Referee can be assessed for promotion if applicable. This is only required if the Referee is a qualified Referee.

Other

20. Abide by the League rules, play to win but not at all costs and you will enjoy your football with the League
21. Please do not contact any Management Committee member by 'phone after 9pm.
22. Make sure you report the score of the match in accordance with Rule 21B. Include your goalscorer's names, and your goalkeeper in the case of a 'cleansheet'. If you wish to send additional details for the news report that is sent to local media and published on the website, email webmaster@wksl.org.uk not later than 7pm Monday. The more information that is received, the better the report will be.